

SCHOOL DISTRICT	USD# (WHEN APPLICABLE)	BUILDING NAME	CITY	TELEPHONE

FIRE DRILLS

Month	Date of Drill	Time of Day Drill Conducted	Evacuation Time	Number of Occupants (Students & staff & guests actually participating in the drill)	Manual Pull Station or Smoke Detector or Automatic Sprinkler Valve	Official's Signature/ Title
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						

TORNADO DRILLS

Month	Date of Drill	Time of Day Drill Conducted	Evacuation Time	Number of Occupants (Students & staff & guests actually participating in the drill)	Notification method	Official's Signature/ Title

POST IN A CONSPICUOUS LOCATION

When ALL REQUIRED DRILLS have been conducted, maintain the original or copy of the drill record IN YOUR FILES ONLY, for a period not less than 5 years for future reference and for verification by the Kansas State Fire Marshal.



KANSAS STATE FIRE MARSHAL 2009-2010 SCHOOL FIRE AND TORNADO DRILL RECORD

CONDUCTING FIRE & EVACUATION DRILLS IN KANSAS SCHOOLS

(Required by Kansas Fire Prevention Code KSA 31-133(5) KSA 31-133(8) AND KAR 22-18-2)

PURPOSE: To practice the safe and swift removal of all students and staff. Students should be instructed to walk and behave appropriately. (Each school has latitude in determining specifics for their fire drills.)

PREPARATION FOR FIRE DRILLS OR BUILDING EVACUATION (91-101/31-3.2.2)

- A separate record shall be kept for each separate building used for student occupancy.
- Fill in the boxes at the top of the page with School District, USD #, Building Name, City, Telephone.
- Exits shall be unlocked and unobstructed whenever the building is occupied.
- **In case of fire or smoke, EVACUATE THE BUILDING, and contact the local fire department immediately.**
- Facility staff shall be assigned specific responsibilities for notification and evacuation of the building.
- A minimum of two different routes to take in the event one path is obstructed and a diagram showing both routes shall be posted in each classroom. We recommend occasionally using the secondary evacuation routes.
- Designate a safe area far enough from the building (50 feet minimum) to avoid the danger from fire, fire department operations and equipment, or from falling debris or explosion. If it is necessary to cross roads, facility staff or adult volunteers shall be provided to stop vehicle traffic.
- At assemblies, athletic and social events of over 300 occupants, special attention shall be given to seating and exit routes, tornado refuge area, and will be announced prior to the beginning of the event or printed in event programs.

DRILLS - BUILDING EVACUATION (KAR 22-18-2(a), 91-101/31-3)

- After the alarm has sounded, students should proceed in an organized manner to the nearest exit as quickly as possible using one of the two evacuation routes designated for their location. Staff shall account for students upon reaching the safe area.
- Monitors shall verify that occupants have evacuated. Restrooms and other closed areas must be checked by sight and voice. (Mobility impaired students or staff shall be moved to areas of refuge with staff in attendance until a real emergency is determined and evacuation is necessary; and kitchen staff only may be given notice of a fire drill and adjust their procedures and work accordingly.)

TIME/FREQUENCY OF DRILLS (KAR 22-18-2(a)& (b) 91-101/31-1.3.3, 91-101/31-3.1)

- Drills shall be unannounced to simulate an actual fire.
- Drills shall be conducted at different times of the day, during different activities, during class changes.
- **The Kansas State Fire Marshal RECOMMENDS one fire drill and one tornado drill held during the first two weeks of a school term** to familiarize students and staff with procedures and refuge locations.
- A minimum of one fire drill held each month during school hours other than morning or afternoon dismissal.
- A minimum of three tornado drills will be conducted each school year.

EQUIPMENT REQUIRED

- Drills shall be initiated by use of the regular fire alarm system components.
- All fire alarm equipment shall be checked a minimum of once annually.
- The Kansas State Fire Marshal recommends using a different manual fire alarm pull station each month.

AFTER THE FIRE DRILL (KAR 22-18-2(a))

- If the facility is delinquent on drills, inspectors may request a drill at the time of inspection.
- Any fire alarm equipment found inoperable during drills shall be repaired IMMEDIATELY!
- Please consult the Kansas Buildings Fire Safety Handbook for further information and requirements.
- **Fire safety inspectors will be spot checking the previous years drill records to verify correctness and completeness as they inspect your facility.**

**Kansas State Fire Marshal
700 SW Jackson, Suite 600
Topeka, Kansas 66603-3714**

2009-2010 SCHOOL FIRE/ TORNADO DRILL RECORDS